

Welcome to Donegal Junior High School



Donegal Junior High School
915 Anderson Ferry Road
Mount Joy, PA 17552
717-928-2900

STUDENT HANDBOOK
2016-2017
Revised: 8/15/16
<http://djh.donegalsd.org/>

Mrs. Judy M. Haugh – Principal
Mr. Andrew J. Sparmblack – Assistant Principal

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Much of this information can also be found in the school calendar and our school website. Please contact the DJHS office if there is any other information that would be helpful to include in future student handbooks.

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Donegal Junior High School's Mission:

To provide an exemplary child-centered program to meet the needs of pre-adolescent youth.

DJHS Office Information:

Contact Information:

Phone – 717-928-2900

Fax – 717-928-2911

Please feel free to call our office staff between the hours of 7:40am and 3:10pm or email our staff using the information below.

<u>Title</u>	<u>Name</u>	<u>E-mail</u>
Principal	Mrs. Judy Haugh	judy.haugh@donegalsd.org
Asst. Principal	Mr. Andrew J. Sparmblack	andrew.sparmblack@donegalsd.org
Counselor	Mr. Edwin Hoffman	edwin.hoffman@donegalsd.org
Psychologist	Ms. Lesley Kubisiak	lesley.kubisiak@donegalsd.org
Secretaries	Mrs. Tracy Donnelly	tracy.donnelly@donegalsd.org
	Mrs. Peg Floyd	margaret.floyd@donegalsd.org
Nurses	Mrs. Lois Boll	lois.boll@donegalsd.org
	Mrs. Patti Boylston-Lytle	patti.boylston-lytle@donegalsd.org
Cafeteria Manager	Mrs. Kathy Suydam	Kathy.suydam@donegalsd.org

Morning & Afternoon Procedures

Arrival:

Bus students are dismissed to enter the building at **7:40 a.m.** Students who walk or are driven to school **MUST** wait at the **front of the building** until 7:40 a.m. All students are required to be in their Homeroom by **7:50**. If you arrive late, you **must** enter at the front of the building and sign in at the office. Late students will be given passes to enter classes. Salute to the flag, silent reflection, and announcements will be conducted via our DTV studio. All students will cooperate and listen attentively to the morning announcements.

Once students are dismissed to enter the building, ALL students should travel immediately to their lockers and then homerooms or to the cafeteria for breakfast. Attendance is taken in homeroom and in the cafeteria.

Dismissal:

Typically, students are dismissed from their last period (Tribe Time) to go to their lockers and then to the busses (or other mode of transportation) at 2:35pm. Students that ride busses exit through the rear exits and must head directly to their appropriate bus. Walkers and car riders must exit through the main front entrance. Car riders **may not** be picked up in the same area as our bus students due to congestion and bus flow.

Absences

Whenever a student is absent or late, he/she must present the office with an excuse card **signed by a parent or guardian within 3 school days**.

This excuse should contain:

1. Student's name
2. Date of absence
3. Specific Reason for absence

If this is not done within 3 days of returning to school, the days are assumed to be unexcused and are recorded as unexcused absences. ***It is important for you to contact DJHS to make sure that the absence has been turned in to the office.*** When a student arrives late to school without a doctor's excuse, the minutes will be counted until they add up to 90, which DJHS regards as a ½ day absence (unexcused).

*Remember to check if the child has made up any work that was missed.

Family Trips:

If a student is planning on going on a family trip, he/she must obtain a **"Family Trip Form"** from the office to be signed by a parent/guardian. All requests for family trips must be submitted to the office **one week prior to the leave and be approved for the absence to be excused.**

Busing

Each school year, students are assigned to a bus and a bus stop. Bus drivers **will only stop** at designated and **authorized bus stops as mandated by PA School Code**.

Each school bus is equipped with a video camera box that is capable of holding a video camera at any given time. Students and their parents/guardians agree that the students' use of the school bus constitutes consent to the school administration to monitor the videos for disciplinary problems as well as safety-related concerns.

Due to changes in school policy, students WILL NOT be given permission to use an alternate bus to go to school or to go home from school with a friend. If there is a possible emergency situation, where a child must use a different bus, the situation will be assessed by a building administrator and a determination will be made by the administrator.

Any changes to a student's transportation schedule, such as **change of address, custody, or baby-sitter arrangements**, should be reported to the school office on the appropriate forms. These forms can be found in the office of each school.

For issues involving **bus transportation** that occur after 3:45pm on a given school day, please contact the Bus Company at **717-361-0024**. For **student behavioral issues** please contact Mr. Sparmblack at **717-928-2900**.

Nurses' Office

The nurses' office of DJHS opens at 7:45am and closes at 3:30pm. Students may go to the nurses' office with permission from a teacher or with a nurse pass. In the event that a child has been assessed by one of our nurses and needs to go home due to illness, the nurse will contact a parent/guardian for pick up.

Students who need to take medication at school must:

1. Have parents bring all medication to the nurse's office.
2. Have an authorization form signed by physician and parent/guardian.
3. Get a pass to come to nurse for the medication.

Medical and Dental Exams

The state requires that schools gather health information about students. The following tests will be provided by the school to gather that information. Students will be excused from these tests if they have written documentation that the tests have been completed by a family health care provider or physician.

Grade:	Type of exam that is state required:
7th grade	Dental exam; vision screening; height/weight check; hearing screening; scoliosis screening
8th grade	Vision screening; height/weight check

Cafeteria

Cafeteria Manager	Mrs. Kathleen Suydam	Kathleen.suydam@donegalsd.org
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Breakfast

Cost of breakfast is \$1.25.

Students may purchase breakfast before the start of the school day.

Buying Regular Lunch

Lunch costs \$2.25.

1. Students can pay cash each day or put money in an account to be accessed as needed.
2. All students must use their "PIN" to make all cafeteria purchases. This is their 7-digit personal identification number. (Think of it as your phone number for food!)
3. Students may only '**borrow**' lunch money **1** time if they forget their money!!
4. Parents may also utilize the "**EZSchoolPay**" system on the "Lunch Menu" tab on the left hand side of the DJH website <http://libguides.donegal.k12.pa.us/lunchMenus> . This system allows parents to pay by credit/debit card and may monitor the purchases of their child(ren).

Cafeteria Guidelines

As an important part of our total school program, full cafeteria services are provided to all students. Meals are carefully planned so students may be served well-balanced meals. This program will be enhanced by each student following these general guidelines:

1. Keep all food on trays or in mouth – not on the floor.
2. Keep all paper on trays.
3. ***No food and/or drinks are to be taken out of the cafeteria.***
4. Report promptly to the cafeteria when dismissed from class.
5. Report promptly back to class when dismissed from the cafeteria.
6. Throwing any object may result in loss of lunchroom privileges.
7. Once seated, students may not change seats.
8. The cafeteria is a place to talk quietly; loud noises or loud talking will not be permitted.
9. Students are expected to clean up their area after they have finished eating and to wait for their table to be dismissed.
10. Students are **not permitted to bring glass containers** to school.
11. Packed lunches **may not** include **soda OR energy drinks**.
12. Remember, good manners are essential when dining with others.

Dress Code & Guidelines

In the past, Donegal students have shown good habits of dress and personal grooming. We encourage you to continue this standard and to accept the responsibility for making our junior high school one that you can be proud of, in every way. We ask that you choose clothing that is appropriate for school environment and for junior high school age students. Clothing should be neat and clean at all times.

The following are examples of **inappropriate** school apparel:

1. Clothing such as tee-shirts that include any of the following:
 - (a) drug, alcohol or cigarette information,
 - (b) with any type of obscenity or derogatory messages,
 - (c) clothing depicting violence, killing or death,
 - (d) clothing with suggestive language, sexual innuendo, inappropriate cartoons.
2. Tops such as **muscle shirts, halter tops, tube tops, tank tops (with straps less than 3 in. wide)**, tops made of mesh or see-through material, fishnet tops, and blouses or shirts not covering the student's **mid-section, back or shoulders**, as well as low cut necklines.
3. Shorts or skirts must be the appropriate length and tightness.
4. Pants or trousers worn with the waistband excessively below the waist or exposing undergarments.
5. Athletic wear or trousers that display writing or a graphic on the seat of the pants.
6. Clothing with holes purposefully cut or torn in them that expose the student inappropriately. ***Donegal Junior high school does not permit holes above the knee-cap.***
7. Sleepwear such as pajamas, boxers, etc.
8. Hats, bandannas, head coverings, and sunglasses must be removed upon entering the building and placed in the student's locker for the entire day.
9. Flip flops (rubber thongs), and shoes with extremely high heels or platforms, roller skates, or shoes that pose a threat to safety or health.

In the event that a student's clothing does not meet the guidelines, the following procedure will be implemented:

1st Offense: Students will be required to contact parents, and a change of clothing will need to be brought to school before the student may attend classes. If the student's parents cannot be contacted, the student may be given alternative clothing from the office before permitted to attend classes, **IF** such clothing is available.

2nd Offense: Repeat occurrences will be handled through the regular disciplinary procedure within the school.

Code of Conduct & Discipline

Students should be aware of the Donegal School District Code of Student Conduct. In those instances, when an after-school detention is assigned, it will run from 2:35 p.m. until 4:30 p.m. Students neglecting to stay for assigned detentions will be considered as “failing to report to an assigned class”. This will result in additional disciplinary measures which could include, but is not limited to additional days of detention or I.S.S.

- **Parents will generally be notified at least one day in advance and will need to provide transportation home. In the rare event that a child cannot attend detention on their assigned day, due to conflicting parent obligations, a signed note must be given to the office on the day prior to the date of the detention. If this does not occur, the child will be considered as “failing to report to class”.**
- **All students are to be picked up at the front of the junior high school building immediately following dismissal from detention.**

There are also assignments to in-school suspension or out-of-school suspension. Details of these are explained when they are assigned. Students whose behavioral consequences are scheduled on the same day as a school function ARE NOT eligible to attend that function. **All consequences carry with them a temporary loss of all reward activities based on the severity of the infraction.**

Lunch detention is another form of school discipline. Students unable to control their behaviors and /or actions in the cafeteria may be removed and assigned to lunch detention. Students will be expected to report directly to the lunch detention area and remain throughout their entire lunch period for a set period of time.

Academic detention may also be utilized for students that are falling behind in their class work or have failed to complete homework assignments repeatedly. Academic detention is held from 2:45 p.m. until 4:30 p.m. Students will be given the opportunity to extend their school day to complete their missing assignments. Parents will be notified in advance when academic detention is being assigned. Transportation must be provided by the parents/guardians.

SWPBS (School-Wide Positive Behavior System)

Donegal Junior High School has adopted a SWPB system to assist in the promotion of positive behavior throughout Donegal Junior High. The system is centered on three tenets, “Be Respectful”, “Be Responsible”, & “Be Safe”. Using these three tenets, Donegal Junior High School has created a rules matrix that illustrates how a student would demonstrate these tenets in various school situations. The teachers of Donegal Junior High School will give instruction on the tenets listed above during the first two weeks of the school year.

Electronic Device Policy

Donegal School District Board Policy 237 now gives schools within the Donegal School District permission to allow students to bring electronic devices to school to be used during school hours. Donegal Junior High recognizes the implementation of electronic devices as an enhancement to the learning process. **In addition, Donegal Junior High School recognizes the importance of allowing each teacher of DJHS to allow or disallow the use of electronic devices within their classroom for instructional or reward purposes.**

DJHS allows each teacher the ability to create their own guidelines for the usage of electronic devices within their own classroom. This could include the teacher disallowing any use of an electronic device while in their classroom. This would be added to their classroom expectations.

According to Board Policy 237 & DJHS, ALL STUDENTS must abide by the following guidelines:

1. **Students MAY NOT use their device to make phone calls during school hours.**
2. Students **shall not** use personal electronic devices in **locker rooms, lavatories, hallways, or the nurses' office.**
3. Students shall not engage in the unauthorized (teacher permission) audio or video recording of another person during the school day.
4. Photographs may only be taken with the expressed permission of the classroom teacher, AND taking photographs of or recording students or staff members without their permission is not allowed.
5. Students shall not use personal electronic devices to bully, harass or threaten another person in violation of school policy and rules, or local, state or federal law.
6. Students shall not use personal electronic devices to take, display or transfer video images depicting nude or partially nude individuals.
7. Students may use their electronic devices in common areas which DJHS defines only as the cafeteria (Breakfast and Lunch). If the use of an electronic device causes a disruption, school consequences shall be issued. While within common areas **NO STUDENT WILL BE ALLOWED TO TAKE PICTURES, VIDEOS, OR MAKE PHONE CALLS FOR ANY REASON.**
8. **Students are responsible for the safety of their electronic device. Donegal Junior High School is not responsible for devices that are lost, stolen, or damaged.**
9. Due to time constraints, **NO STUDENT SHALL BE ABLE TO USE THEIR DEVICE IN ANY CAPACITY DURING THE TIME BETWEEN CLASSES.**

Students who are in violation of Electronics Policy 237 shall receive the following consequences:

1. **First Offense:** Device is confiscated from student and turned into the office. The device may be returned at the end of the day OR will be returned to a parent/guardian. Student will call and inform parent of the consequence.
2. **Second Offense:** Device is confiscated from student and turned into the office. The device will be returned to a parent/guardian, and the student will receive a school consequence based on the severity of the infraction.

- 3. Third Offense:** Device is confiscated from student and turned into the office. The device will be returned to a parent/guardian, the student will receive a school consequence based on the severity of the infraction, AND the student will be unable to use their electronic device for an extended period of time during school hours.

DJHS ACADEMICS!

The Learning Environment

Donegal Junior High School has approximately 500 students within two grade levels and each student is exposed to a variety of content during their time at our school. All students are expected to demonstrate their highest effort academically and behaviorally. Students within DJHS are expected to show mutual respect towards each other, and staff members. DJHS students are expected to help those in need and to promote a positive learning environment.

DJHS students take pride in themselves and in their academic, artistic, and athletic accomplishments. Additionally, they take pride in the building. Please use common courtesy by showing proper respect to adults and peers, as well as, by showing proper respect for posters and signs placed throughout the building. Keep your lockers neat and clean and pick up litter in the halls and the cafeteria.

Grading:

Students will receive two types of grades:

1. Academic Grade – measures how well a student has met the PA Standards & Benchmarks

A+ (98-100)	B+ (87-89)	C+ (77-79)
A (93-97)	B (83-87)	C (73-78)
A- (90-92)	B- (80-82)	C- (70-72)

I=Incomplete P=Pass F=Fail X=Exempt

2. Work Ethic Grade – measures a student’s work habits, attitudes, and efforts toward learning.

H=Honorable **S**=Satisfactory **I**=Needs Improvement **W**=Weak

See the district calendar for more information.

7th Grade Teachers

Mrs. Wheeler	Science	charity.wheeler@donegalsd.org
Mrs. Steele	Math 7; Pre- Algebra	Stephanie.steele@donegalsd.org
Mr. Hoffmaster	Social Studies	trent.hoffmaster@donegalsd.org
Mrs. McFalls	Language Arts	yahna.mcfalls@donegalsd.org
Mrs. Muir	Learning Support	Allyson.Muir@donegalsd.org
Mr. Pogue	Social Studies	matthew.pogue@donegalsd.org
Mrs. Stitt	Science	alice.stitt@donegalsd.org
Mrs. Hollinger	Math 7	Kaitlyn.hollinger@donegalsd.org
Mrs. Johns	Language Arts	kim.johns@donegalsd.org
Mrs. Barrick	Reading Specialist	tamela.barrick@donegalsd.org
Ms. McGarvey	Emotional/Learning Support	Mary.mcgarvey@donegalsd.org

8th Grade Teachers

Mr. Ressler	Science	lynn.ressler@donegalsd.org
Mrs. Walmer	Math 8; Algebra 1A	Loriann.walmer@donegalsd.org
Mr. Fenger-Petersen	Social Studies	ethan.fenger-petersen@donegalsd.org
Mrs. Kolonauski	Language Arts	Rose.kolonauski@donegalsd.org
Mrs. Laird	Learning Support	Amanda.Laird@donegalsd.org
Mr. Darkey	Social Studies	james.darkey@donegalsd.org
Mr. Neslund	Science	Sean.neslund@donegalsd.org
Mr. Moschini	Math 8; Algebra 1A	timothy.moschini@donegalsd.org
Mrs. Oxee	Language Arts	Katherine.oxee@donegalsd.org
Ms. McGarvey	Emotional/Learning Support	Mary.mcgarvey@donegalsd.org
Mrs. Crouse	Reading Specialist	whitney.crouse@donegalsd.org
Mrs. Werner	E.S.L	Kara.werner@donegalsd.org

Unified Arts Team

Mr. Diaz	Art	Erik.diaz-perez@donegalsd.org
Mrs. Smith	Computer	nicole.smith@donegalsd.org
Mrs. Gorman	Physical Education	adrienne.gorman@donegalsd.org
Mr. Gray	Physical Ed.	michael.gray@donegalsd.org
Mrs. Suessmuth	Health	kelly.suessmuth@donegalsd.org
Mr. Brady	Music	james.brady@donegalsd.org
Mr. Sellers	Band & Lessons	dale.sellers@donegalsd.org
Mrs. Kramer	Strings	margaret.kramer@donegalsd.org
Mr. Pfoutz	Technology Ed.	troy.pfoutz@donegalsd.org

Special Support

Mrs. Barrick	Reading Specialist	tamela.barrick@donegalsd.org
Mrs. Crouse	Reading Specialist	whitney.crouse@donegalsd.org
Mrs. Werner	English as a Second Language (ESL)	Kara.werner@donegalsd.org
Mrs. Roeser	In-School Suspension Monitor	deborah.roeser@donegalsd.org
Mrs. McGarvey	Emotional Support Teacher	Mary.mcgarvey@donegalsd.org
Mrs. Pabon	Learning Support Assistant	cindy.pabon@donegalsd.org
Mrs. Lawrence	Gifted Education	Sarah.lawrence@donegalsd.org
Mrs. Groft	Learning Support Assistant	elaine.groft@donegalsd.org
Mrs. French	Speech Teacher	amy.french@donegalsd.org
Mrs. Davison	Emotional Support Assistant	patricia.davison@donegalsd.org
Mrs. Miller	Personal Care Assistant	Marie.miller@donegalsd.org
Mrs. Bert	Personal Care Assistant	Elizabeth.bert@donegalsd.org
Mrs. Witmer	Personal Care Assistant	Faith.witmer@donegalsd.org
Mrs. Fischer	Personal Care Assistant	Wendy.fischer@donegalsd.org
Mrs. Susan Lawrence	Personal Care Assistant	Susan.lawrence@donegalsd.org
TBD	Personal Care Assistant	TBD@donegalsd.org

Homework

Homework is assigned on a regular basis and is given after students have mastered the material or concepts. Homework is designed to provide students with the practice of a skill, to reinforce knowledge of a new concept, and/or to extend their learning. It is important that all students work to complete their homework assignments as this provides the teachers with the ability to assess the students' level of knowledge and learning.

Students are expected to complete homework and to bring their assignments to school on the date that it is due. Students failing to complete multiple assignments in a single subject (3), will be assigned an after school academic detention to complete those missing assignments. Students who have completed their missing assignments may leave the academic detention at 3:45pm. Homework is an important part of the learning process.

Plagiarism and Academic Cheating

Plagiarism is the act of using another person's ideas or expression in your own writing without giving proper credit to the source. A student's academic cheating on a test, homework, a term paper, and on other assignments or school work is unacceptable. Cheating represents a lack of personal integrity and will be handled per the school district's discipline code.

Cheating in any form will not be tolerated.

Possible consequences:

1. A family conference
2. Automatic failure of the test/assignment with no allowances for making up the test/assignment nor any alternative
3. A "work ethic" score of "W" in the subject area for the marking period
4. A possible referral to the office when warranted.

Schoology

Schoology is a Learning Management System (LMS) that Donegal Junior High School has adopted with our district's "1 to 1" initiative. The Schoology LMS will allow students and parents direct access to homework, assignments, and projects. In addition, parents can be more connected to their child's education by checking their homework, classwork, online blogs, and classroom resources. Schoology is the primary method in which teachers list homework, classroom information and other activities for students. It is also an avenue in which students can find current events that are happening at DJH. Further information regarding Schoology can be found at <http://www2.donegal.k12.pa.us/1to1/> and access to schoology can be found at <http://elearning.donegal.k12.pa.us/>

1:1 Initiative

Donegal Junior High School is part of Donegal School District's "1 to 1 initiative". This initiative allows each student at DJH to receive a Chromebook to assist and to enhance their academics through 21st Century Learning skills and methodologies. Each Chromebook has an internet content filter installed which is active whether a student is at school or at home with their device. For additional information regarding our district's 1 to 1 initiative please visit the website below.

<http://www2.donegal.k12.pa.us/1to1/>

Chromebooks

At the beginning of the 2015-2016 school year, each student at DJH was supplied with a Chromebook as part of our 1:1 initiative at Donegal Junior High School. These Chromebooks are essential for student learning at DJH and are used regularly within the classroom. Although the Chromebooks are property of the Donegal School District, each student may take their Chromebook home with them to complete

homework and other school activities unless otherwise noted by a parent/guardian or the school. As part of our 1:1 initiative, the Chromebooks allow students to engage in 21st century learning and to explore a variety of different avenues to learning.

Student expectations for DJH Chromebooks:

1. It is the student's responsibility to care for the Chromebook. Any damage that the Chromebook sustains has to be reported to the DJH Library immediately. The student will be given another Chromebook until the damage of their assigned Chromebook has been repaired. Depending on the type of damage, this could incur a cost. Insurance for our district's Chromebooks can be purchased and more information is included in the website below.
2. If the Chromebook is not being used, it should be stored in the student's locker.
3. It is the student's responsibility to come to school each day with their Chromebooks fully charged. If a student comes to school without their Chromebook charged, they will need to go to the DJH Library so that they may charge their Chromebook.
4. Each Chromebook comes with a case to provide additional protection. This case must stay on their Chromebook at all times.

For further information regarding our Chromebooks, please go to the website below.

<http://www2.donegal.k12.pa.us/1to1/>

DJHS SUPPORT SERVICES

Counselors

The Junior high school has a guidance counselor that is available to meet with students at various times during the week. Mr. Hoffman will speak to any junior high school student regardless of grade. Students can meet with a counselor by making an appointment at the guidance office.

Mr. Hoffman	7 th & 8 th Grade	edwin.hoffman@donegalsd.org
Ms. Kubisiak	School Psychologist	lesley.kubisiak@donegalsd.org

Student Assistance Program (SAP)

A group of teachers, counselors, administrators, and other school personnel have been specially trained in understanding chemical dependency, depression, and identifying behaviors most frequently associated with these problems. Research shows that perhaps as much as 80% of dysfunctional adolescent behavior is linked with alcohol or other drug use.

The function of SAP is to identify patterns in behavior which are associated with chemical usage or depression and/or to identify and help students whose inappropriate behaviors have had a negative impact on their ability to learn. The goal is to aid the student before problems become unmanageable.

Active SAP Members: Mrs. Haugh, Mr. Sparmblack, Mr. Hoffman, Mr. Good, Mrs. Johns, Mr. Pogue, Ms. Kubisiak, Mr. Gray, Mrs. Walmer.

DJHS Library

Donegal Junior High School Library Policies

<http://libguides.donegal.k12.pa.us/djhlibrary>

Monday – Friday 7:40AM - 3:00PM

Mr. Good	Librarian	matthew.good@donegalsd.org
Mrs. Fleming	Library Assistant	brenda.fleming@donegalsd.org

BORROWING OF MATERIALS

- **Fiction** and **non-fiction** books are loaned for a period of 12 cycle days.
- **Magazines & Reference** materials are loaned out *overnight* and must be returned before first period on the next cycle day.
It is the responsibility of the student to make sure that materials are returned on time.
- **Renewals**
Students can renew an item if they have not finished reading.
If there is a waiting list for a specific title that item will be renewed once.
Students must have the book in hand in order to have the item renewed.
- **Fines**
If a student fails to return an item by the due date that student will incur a fine.
All materials are fined at the rate of \$.05 per day.
Students that accumulate a fine of greater than \$.25 will not be able to check out any other items until the fine has been paid.
- **Lost or damaged items**
Any item checked out by a student becomes the responsibility of that student.
If a student loses or damages materials that belong to the library s/he will be charged the replacement value of the lost or damaged item.
Replacement copies of lost or damaged items should not be purchased.

LIBRARY USE

- Students may visit the library throughout the school day and in the morning before homeroom.
- Students **MUST** use the library pass from their classroom teacher for a brief library visit to return/check out books or take care of any outstanding library obligations.
- Students may request a pass for 8th period (Tribe Time) if they need to complete an assignment or to use the computers in the library for research or to work on a project.
- Students will visit the library in their Language Arts (LA) class every 2 cycles (12 cycle days). During this time they will be allowed to check out materials, take Accelerated Reader (AR) tests, read and take care of any outstanding library obligations.

- In order to create an environment where everyone can work productively, a voice level of **0** or **1** will be maintained in the library

Online Resources

These collections are available throughout the school or from home with internet access. Go to the DJH LibGuide <http://libguides.donegal.k12.pa.us/djhlibrary> for links and access.

- Facts On File databases
- Destiny (Online Public Access Catalog)
- OverDrive (eBooks)
- CultureGrams
- POWER Library

POWER Library resources are available at home also to students who have public library cards. You can get an application for a library card at the Milanof-Schock Library in Mount Joy.

Every student who wishes to use the resources available on the Internet **must read and sign the Internet Use Agreement**, and have a **parent read and sign it as well**. Failure to follow the rules and guidelines explained in that agreement will result in the loss of library computer privileges. Use all computers and programs responsibly and respect the rights of others!

Student Life & General Information

Student of the Month

DJHS supports and promotes student work and effort. We believe in recognizing students that show exemplary effort and ability. DJHS staff members select “students of the month” each month that demonstrate outstanding effort and ability.

The criteria used by each team are:

1. Demonstrating outstanding qualities in getting along with students and faculty
2. Accepting responsibility
3. Practicing good citizenship by respecting the rights and feelings of others and showing academic progress.

American Legion Award

The American Legion Award recognizes honor, scholarship, service, Americanism, leadership, and courage. It is the highest honor that any student can earn. It is awarded to six 8th graders each spring.

Turn Around Award

This award recognizes the students who make the greatest positive change in their school life including their habits, attitudes, and efforts.

Honor Roll

Honor roll criteria are as follows:

1. The **A HONOR ROLL** – is awarded to students that achieve all “**A’s**” in DJHS subject areas.
2. The **A/B HONOR ROLL** – is awarded to students that achieve all “**A’s**” and “**B’s**” in DJHS subject areas.

EXTRA-CURRICULAR ACTIVITIES

Clubs

Clubs are an integral part of junior high school philosophy. Every Friday during Tribe Time, students participate in clubs that will expand their horizons. Club choices are varied (ex: yearbook, chess, stock market, and aerobics.) **Clubs are considered a reward activity and are a privilege that is earned if a student meets and exceeds behavior and academic expectations.**

Chorus, Band, & Instrumental Lessons

Students wishing to participate in chorus or band can do so during Tribe Time. Instrumental lessons for band instruments and strings are available. Students taking lessons miss their regularly scheduled classes on a rotating basis and are responsible for making up any work they miss.

Jazz Band

This group of auditioned musicians practice before and after school. They perform at most of our school functions and take their music to many community groups.

Athletics

Our athletic programs are for 7th & 8th grade students only.

- ***Some athletic activities may require students to ride the bus.***

Fall:	football, field hockey, boys' & girls' soccer
Winter:	wrestling, girls' & boys' basketball
Spring:	no junior high athletics offered

Dances

1. Dances are open **only** to Donegal students in seventh and eighth grade.
2. Dances may **not** be attended by students placed in suspension programs (ISS/OSS), owing other disciplinary assignments, or who are on the Activity Card List for the date of the dance. In addition, students that have a financial obligation on the date of a school dance will not be eligible to attend.
3. Dances will begin at 6:00 p.m. and end at 8:00 p.m. unless otherwise announced.
4. Teachers who chaperone Dances have already put in a full day before these events begin. They count on students being picked up no later than 10 minutes after they end - by 8:10 p.m. respectively. We greatly appreciate students being picked up in a timely manner.
5. A parent may pick up his/her child prior to the 8:00 p.m. end of the dance. Otherwise, all students are expected to stay at the dance for the entire evening.
6. During these activities, students are expected to follow regular school rules. In addition, physical displays of affection are prohibited.
7. ***Students who smoke, possess, and/or use drugs and alcohol will not be permitted to attend dances for the remainder of the school year, in addition to traditional school consequences.***
8. Students with failing grade averages or excessive behavior problems may be excluded from attending dances and other social activities. **Dance activities are considered reward activities for students.**

What to know at DJHS

Lockers

Students will receive an individual hall locker assignment. All textbooks, school supplies, book-bags, and outer garments should be kept in the locker. Stickers **may not** be placed on or in lockers. **Items of value should not be brought to school or kept in lockers. Lockers are the property of the Donegal School District and as such are subject to inspection by school officials at any time.**

Students are permitted to use their lockers before and after school and at other specified times throughout the school day. Please note that it is the student's responsibility to be in class

before the bell rings for the beginning of each class. During class time, a pass must be obtained from the teacher before you may be in the halls or at your locker.

Locks

Each student at Donegal Junior High School will be assigned a lock for their locker to use for the school year. All students of Donegal Junior High School are required to use the lock provided. The locks provided are a standard pad lock with a combination of three numbers. Your homeroom teacher will have your combination in case you forget it.

Directions for opening your lock:

1. Turn the lock dial "clockwise" 3 revolutions and then go to your first number.
2. Turn the lock dial "counter clockwise" 1 revolution and go to the second number.
3. Turn the lock dial "clockwise" to the third number.
4. Pull down on the lock to open.
5. Please remember that each combination number must line up with the white dash at the top of the dial before you turn it to the next number.

Student expectations for locks:

1. It is the student's responsibility to use the lock provided by DJH at all times.
2. If a student loses their lock, for whatever reason, it is their responsibility to report it to their homeroom teacher.
3. **Additional locks must be purchased from school if lost.**

Hallway Expectations

1. Walk; do not run.
2. Be on time; avoid loitering (talking and spending time in the lavatory or lockers) between classes.
3. Stay to the right, especially around corners.
4. Be respectful of others and keep the noise to a minimum (Voice Level 1), especially if classes are in session.
5. When in the hall during classes, you MUST have a written pass or a classroom pass with you.

Passes

School passes are issued to students enabling them to travel from one location to another location throughout the school. For safety and accountability reasons, it is very important that passes be used properly. If students abuse their pass privileges, they may be placed on pass restriction and/or receive disciplinary action.

Backpacks and Textbooks

Students will only be allowed to use backpacks to bring instructional related necessities and books to and from school. During the school day students will NOT be permitted to have

backpacks in the hallways or classrooms. Additionally, backpacks on wheels DO NOT fit in the lockers provided. Please use only soft-sided backpacks.

DJHS textbooks and library books used by students belong to the school. The responsibility for their care lies with the student; please identify each text book by writing your name in the space provided on the inside. **Any damaged or lost books will be paid for by the students.** Lost textbooks should be reported as soon as possible. **Students are responsible to have some type of cover placed on all their textbooks.**

Field Trips

Field trips at the junior high school are scheduled for educational purposes, directed to a specific curriculum area. Students with academic or behavior problems will be evaluated by teachers on a per trip basis. The final decision for participation will rest with the professional personnel. Students who are not permitted on a specific field trip will be given assignments related to the educational purpose of the field trip.

Healthy School Environment:

Donegal Junior High School recognizes the importance of creating and maintaining a healthy school environment for the students within our school system. To promote this environment, all classrooms are “food-free” classrooms, and due to this, parents may not send in homemade food or store purchased food to the classroom with the exception of individual student lunches. Food that is brought into the classroom will be taken to the office and made available for parent pickup. If it has not been picked up within 24 hours, it will be properly disposed of. As a school we appreciate your willingness to assist us in providing a self and healthy environment for our students.

Gum, Candy, and Food

Donegal Junior High School is a “gum-free” school to maintain the school’s appearance. Students are **not** permitted to bring gum to school. Candy may only be consumed in the cafeteria.

Bicycles/Skateboards

1. Riding a bicycle to school is a **privilege** that is obtained **by getting a form from the office before the bike is ridden to school**. Safe operation is expected, and abuse of the privilege will result in its loss.
2. Bikes are to be parked immediately upon the student’s arrival and left parked until dismissal. Bike stand is located at the front entrance.
3. **No bicycle is to be ridden on the walks.**
4. Bicycles must be **walked** in the parking area, not ridden.
5. No bicycles may be ridden in the front of the building, on walk-ways or driveways surrounding the school.

6. Students who bring a bike to school must leave school property promptly after dismissal.
7. **Skateboards or scooters are not permitted to be used on school property at any time.**
DO NOT BRING SKATE BOARDS OR SCOOTERS TO SCHOOL FOR ANY REASON!

Be a Friend not a Bully

How we address bullying?

1. Encourage student to discuss bullying concerns with a teacher.
2. If bullying continues, the teacher will consult counselors and administration.
3. Parents will be contacted.
4. Counseling may be provided for the victim and the bully.
5. Appropriate discipline will be assigned.

Harassment creates an intimidating, hostile, and offensive environment and will not be tolerated. The term harassment includes, but is not limited to, statements, jokes, drawings, or physical conduct related to an individual's race, color, religion, gender, age, physical traits, or handicap/disability. (More information can be found in the school calendar.)

What should be done if a student feels harassed?

1. Tell the harasser to stop.
2. If harassment continues, report it to a teacher, counselor, nurse, principal, or other staff member.

What will happen when harassment is reported?

1. The report will be investigated.
2. Students who are determined to have been harassing others will be subject to discipline consistent with the student discipline code as well as possible harassment education and/or counseling.
3. Students who are determined to have made a false accusation will be subject to discipline consistent with the student discipline code.

Donegal School District, in compliance with Federal and State Laws, is committed to the policy that all persons shall have equal access to programs, admission and employment without regard to race, religion, sex, national origin, handicap, age or status as a disabled or Vietnam-era veteran.

